

RECEIVING MONEY FROM THE U.S. VIA WIRE TRANSFER

May 2007

Western Union Website: www.westernunion.com
The toll-free number in the U.S. is (1 800) 325-6000

Money can be sent directly by phone if the Sender has a credit card; the Sender does not need to go to a Western Union office. Western Union accepts Visa and MasterCard. **The money will arrive in France within one hour.**

- Please note that the money should be sent directly to the recipient at a designated Western Union office in France. **Make sure the Sender does not send it to the Embassy.**
- There are many locations where the funds can be picked up: phone **0825 825 842** to pick one and verify the hours they are open or refer to website: www.westernunion.com (or see partial listing for locations in Paris and at the airports on pages 2 and 3). You may also call the main phone number for the post offices in France at: **0820-80-8000.**

If the Sender does not have a credit card:

To send money, the Sender has to:

- Go to a Western Union location with the funds to be sent along with the transfer fees and a valid form of identification (passport, driver's license; if Sender is in France -- a French residence card or French or European identity card may be accepted)
- Fill out the '**To Send Money**' form and give it to the counter clerk who will check the information and register the transfer into the Western Union system.
- When the transfer is registered by Western Union, a 10 digit Money Transfer Control Number that identifies the transaction and the receipt to wire money is provided to the Sender.
- Now the funds are ready for payment to the Receiver.
- **It is up to the Sender to inform the Receiver about the availability of the transfer and the details that he/she will need to collect the funds, namely:**
 - ✓ The Sender's full name (as recorded in the 'to send money form')
 - ✓ The amount sent (approximately +/- 10%)
 - ✓ The country of origin
 - ✓ The Money Transfer Control Number. **This information is not mandatory but facilitates the search of the transaction in the system.**
 - ✓ **See page 2 for conditions applicable to people with no valid identification, may receive funds.**

To receive the money, the Receiver has to:

- Go to a Western Union location with a valid form of identification (passport, driver's license; if Sender is in France a French residence card or French or European identity card may be accepted). Fill out the "**To Receive Money**" form in capital letters with the information provided by the Sender and give it to the counter clerk.
- After the clerk has checked the information, he/she will look in the system if the transaction as described exists and if the information provided by the beneficiary matches the information already recorded in the system.
- When the information matches, the payment of the funds can be made. A copy of the form is then given to the Recipient of the funds.

If Receiver's identification, or your beneficiary's identification, was stolen or lost, it MAY be possible to receive money without presenting identification (only applicable if the beneficiary goes to one of the post offices "La Poste" in Paris or a "Société Financière de Paiements" agency), only if you can provide the following:

- ✓ at the time the transfer was sent, the Sender specified that you would NOT have valid ID at the time of the payment ; AND
- ✓ you present a declaration of loss or theft established by the French authorities (police report established by the local police station "commissariat") which was issued within less than a month from the date of loss or theft; AND
- ✓ you correctly answer the test question added by the Sender; AND
- ✓ the amount sent is lower than 500 USD or local equivalent.
- ✓ these offices will not accept a U.S. driver's license.

WESTERN UNION OFFICES IN PARIS

Office Hours are subject to change. Please call 0825 825 842 for current hours.

WU services found at all French post offices and selected locations below:
Société Financière de Paiements represents Western Union in France and has subsidiary agents called Travelex.

Check www.westernunion.com for complete list.
Telephone in France **0825 825 842** (toll call)

Post offices in Paris (La Poste): To have the address of the nearest post office, please call : 0820-80-8000

Post offices in the city of Paris will disburse the money if receiver's passport was stolen or lost (see at the top of this page more details on the requirements).

Travelex

**Travelex agencies will not disburse the money if receiver's passport was stolen or lost.
Driver's licenses are not accepted.**

| | |
|---|---|
| 194, rue de Rivoli, 75001 Paris / Métro: Tuileries | Hours: Mon.– Sat. 9:00 – 7:00 p.m |
| 25, bd des Capucines, 75002 Paris / Métro: Opéra/Auber | Hours: Mon.– Sat. 9:30 – 6:00 p.m |
| 45, avenue de l'Opéra, 75001 Paris / Métro: Palais Royal/Pyramides | Hours: Mon.– Fri. 10:00 – 6:00 p.m. Saturday 11:00 – 5:00 p.m. |
| 36, rue de Rambuteau, 75003 Paris / Métro: Rambuteau | Hours: Mon.– Sat. 10:00 – 6:30 p.m |
| 125, avenue des Champs-Élysées, Paris 75008 Métro: Georges V/ Charles de Gaulle Etoile | Hours: Mon.– Sat. 10:00 – 6:00 p.m. |
| 52, avenue des Champs-Élysées, Paris 75008 Métro: Georges V/ Charles de Gaulle Etoile | Hours: Mon.– Sat. 10:00 – 6:00 p.m |

At railway station:

Gare de Montparnasse / Departure level (Grandes Lignes) Hours: Mon.– Sat. 9:00 – 6:00 p.m
17, bd de Vaugirard, 75015 Paris, Métro: Gare de Montparnasse

Société Financière de Paiements

**These agencies will disburse the money if receiver's passport was stolen or lost
(see page 2 for more details).**

| | |
|--|---|
| 194 bis, rue de Rivoli, 75001 Paris / Metro : Tuileries | Hours : Mon.- Sat. 9 AM - 6:30 p.m. |
| 94-96, bd Magenta, 75010 Paris / Métro: Gare du Nord / Gare de l'Est/Poissonnière | Hours: Mon.- Fri. 8:30 - 7:00 p.m. Saturday 8:30 - 8:00 p.m. |
| 158, bd Voltaire, 75011 Paris / Métro: Charonne/Voltaire | Hours: Tues.- Sat. 9:00 - 7:00 p.m. |
| 237, rue Lafayette, 75010 Paris / Métro: Jaures/Stalingrad | Hours: Mon.- Sat. 9:00 - 7:00 p.m. |
| 154, avenue de Tolbiac, 75013 Paris / Métro: Tolbiac | Hours: Mon.- Sat. 9:00 - 7:00 p.m. |
| 104, avenue de Choisy, 75013 Paris | Hours: Mon.- Fri. 10:15 - 12:30 p.m. & 2:00 - 6:00 p.m. |
| Métro: Tolbiac/Porte d'Italie/Porte de Choisy | |
| 15, bd de la Villette, 75010 Paris Métro: Belleville | Hours: Mon. - Fri. 10:15 - 5:30 p.m. |

WESTERN UNION at Airports near Paris

(Clients must arrive at least ½ hour before closing time for this service)

**Please note that post offices at the airport and in the whole department of Val d'Oise (95) will not disburse the funds if the receiver does not have his passport.
None of the travel agencies have the possibility to disburse the money to someone who has no passport.**

Roissy Charles de Gaulle, Terminal 1

At the Post Office: Tel: 01 48 62 28 39

Hours: Monday through Friday from 8:00 a.m. to 6:30 p.m., on Saturdays from 8:00 a.m. to 11:30 p.m.

Roissy Charles de Gaulle, Terminal 2 – TGV, RER section 2, East

TravelEx: Tel: 08 25 82 58 42

Hours: Monday through Saturday from 8:00 a.m. to 7:00 p.m.

Orly West

At the Post Office: Tel: 01 46 87 15 40

Hours: Monday through Friday – 8:00 a.m. to 6:30 p.m.

Saturday: 8:00 – 11:30 a.m.

Orly South

At the Post Office: Tel: 01 46 87 11 88

Hours: Monday through Friday – 8:00 a.m. to 6:30 p.m.

Saturday: 8:00 – 11:30 a.m.

United States Embassy

Office of American Services

4, avenue Gabriel

75382 Paris Cedex 08

France

Telephone: 01 43 12 22 22

Website: <http://france.usembassy.gov>

E-mail: citizeninfo@state.gov

July 2007